

MUCH BIRCH PARISH COUNCIL

Minutes of the Annual Parish Meeting for Much Birch and the Annual Statutory Parish Council Meeting of Much Birch Parish Council held at Much Birch Community Hall on Thursday 3rd May 2018 from 7.30pm

Present:

Cllr Alison Cook (re-elected as Chair)
Cllr Steve Turner (re-elected as Vice Chair)
Cllr Andy Crum
Cllr Roisin Burge

In attendance:

Parish Clerk; Alison Wright, Lengthsman; Paul Wright, and 5 members of the public

Open Session/Annual Parish Meeting:-

The Chair welcomed everyone to the meeting.

The barbed wire that had been left on the Millennium Green had been removed by a resident.

Potholes and deteriorating road surface were reported at the top of Tump Lane where the junction meets the A49. Many potholes were around the village but had not been marked up.

Flyers for the Ward Cllr's Surgery, to be held on Tuesday 8th May from 6.00 to 7.15pm in the Much Birch Hall, were available.

A Much Birch School parent came to advise that the school parking issues were noted as having improved since the period of snow when a new system had been started of "kiss and drop" for those coming to school. The car will be driven in, the parent helps help the child(ren) out of the car and into school and the car drives out. Parents and carers have voted to keep the idea going as it has been a success. Parents are taking it in turns to "marshall" the children. The afternoon session is more difficult to manage but the idea will be persisted with as it has helped ease congestion around peak times. The scheme requires at least three helpers at a time to make it work so volunteers are always needed. The School has been reminding parents to think of other villagers and road users. Parents are generally parking better and not over drives or on yellow lines. It was commented that there is still a speed issue through the village. The Parish Council thanked the parent for taking time out to update the meeting regarding the initiatives being implemented to try to address previous concerns.

A number of e mails had been received, by the parish council, concerning heavy traffic using Forge Lane during recent road diversions. This had led to concerns over safety, damage to verges plus the minor highway and to some bordering properties. Vehicles had been reversing into driveways to turn around. Concern was expressed about future use of the lane for construction traffic and other heavy vehicles. It was agreed that the parish council would look at the options for advisory signage to help deter HGV usage of the lane and also possibly to disregard sat nav information leading vehicles to the location. Name signs for the ends of the lane, to make it clear where it is, would also be looked into.

The issue of speeding was discussed and a mechanism for reporting offending drivers when observed speeding would be circulated to those who had requested the information.

The Open Session/Annual Parish Meeting closed at 8.00pm.

1.0 To elect a Chairman and receive Acceptance of Office form(s)

Cllr Alison Cook was proposed as Chair by Cllr Turner and seconded by Cllr Crum. There were no further proposals. Cllr Cook was duly elected as Chair and she signed the Acceptance of Office Form. The Chair gave her report of activities for the previous year and recorded thanks to her fellow councillors and to the clerk plus the regular contributors to the parish council meetings.

2.0 To elect a Vice Chairman and receive Acceptance of Office Form

Cllr Stephen Turner was proposed as Vice Chair by Cllr Cook and seconded by Cllr Burge. There were no further proposals. Cllr Turner was duly elected as Vice Chair and he signed the Acceptance of Office Form.

3.0 Apologies for Absence

There were apologies received from Ward Cllr David Harlow. Cllr David Baldwin was not present. Cllr Tim Jones had tendered his resignation from the Parish Council. The Clerk would write to Tim to thank him for his contribution to the parish council as a councillor and as Footpath Officer. The Clerk would advise the Elections Department of the resignation so that the vacancy may be advertised.

4.0 Declarations of Interest

There were no declarations of interest recorded.

5.0 Minutes of previous meeting

5.1) The Minutes of the Parish Council Meeting held on the 5th April 2018 were signed as a true and correct record of the Meeting.

6.0 Reports

6.1) P.C.S.O. from West Mercia Police

The Bulletins with updates had been received and circulated.

6.2) Ward Councillor Ward Cllr Harlow had sent his report as detailed here (sic):

Much Birch Parish Council

"Ward member report, May 2018

Surgery

Every year since being elected I've held a surgery in Much Birch village hall in May to give residents the opportunity of talking to me about matters of concern at a 'drop in' session. This year the surgery will be held on 8th May between 6pm and 7.15pm – feel free to drop in for a tea and a chat, if you want to make an appointment please email me on david.harlow@herefordshire.gov.uk

Poppies

We've been delighted by the success of the poppies at the Cathedral, some early estimates are that in excess of 150,000 people visited the display delivering a much needed boost to the city's retailers particularly in Church and Broad streets.

B4348

Whilst this road doesn't run through the parish it runs very close and I've had some feedback from residents about some parts of the road being dangerous. The fact of the matter is that many of our roads were never designed to carry such volume and weight of traffic, the recent resurfacing work on this site has been an improvement but it will not change to fundamental problems of traffic flow. The period of the road works led to vastly increased traffic up Tump Lane and this caused distress to the residents although this is now behind us.

Residents will have noted the works being undertaken by Highways England on the A49 with night time closures; whilst inconvenient most people understand the need for constant investment in our roads.

Potholes

Please see document below referencing the issue of potholes in the county, as you can see it is a big problem but we are doing our best...

Challenge of Fixing

Potholes - Briefing Note – April

6.3) Locality Steward Dave Atkinson the Locality Steward had sent his bulletins.

7.0 To appoint councillors to the following working groups:

- Planning Working Group

This would be all councillors

- Finance Working Group

This would consist of Cllrs Cook, Turner and Burge

- Employment Working Group

This would be convened as and when required

- Self Help Winter Gritting Working Group

This would consist of Cllrs Turner and Crum

8.0 Clerk's Update on Action Items

The updates were noted.

9.0 Financial Report

9.1) The following bank balances were noted:

@ 13 th March 2018 HSBC Community Account	£10,711.57
@ 13 th March 2018 HSBC Community Projects Account	£14,288.69

9.2) The following payments were approved:

Payments to be made from main account

Mrs A Wright (May sal £241.12, mileage £24.53)	£265.65
HM Revenue & Customs (tax)	£60.40
Sub Total	£326.05

Payments to be made from Community account

Data Orchard (NDP Consultant)	£1130.76
Groundwork UK Limited (NDP Grant repayment)	£890.24
Sub Total	£2021.00
Grand Total	£2347.05

Resolved: that the payments were passed for payment: (proposed by Cllr Turner and seconded by Cllr Crum) Unanimous.

9.3) To approve exemption form for accounting statements and appoint internal auditor for end of year accounts 2017 -2018

Forms would be approved at the June 2018 Meeting and the internal auditor was confirmed.

9.4) To consider policies for adoption re GDPR Data Protection Regulations

Policies would be circulated before incorporation to the web site.

9.5) To confirm adoption of revised Standing Order provision, as advised.

This would be reviewed at a later date.

10.0 Planning Matters

10.1) To consider any applications as received:

APPLICATION NO & SITE ADDRESS: Planning Consultation - 180746 – Cartref, Tump Lane, Much Birch, Hereford, Herefordshire HR2 8HN

DESCRIPTION: Proposed extension to existing Violette Szabo G.C. Memorial Museum.

GRID REF: OS 349477, 230310

APPLICATION TYPE: Planning Permission

The Parish Council discussed the content of application 180746 and resolved to support the application.

10.2) To consider any action or referral alleged encroachment of land - as advised in correspondence

The location of alleged encroachment, as advised, had been photographed and studied by the parish council, in conjunction with previous images of the original hedgerow. A site visit had been carried out. The parish council members could not see that the line of the boundary had been altered and would respond to the informant accordingly.

10.3) To hear any update regarding planning appeal for Larkrise Development in Tump Lane.

Application Reference & Site Address: 130945 - Land at, Tump Lane, Much Birch, Hereford, HR2 8HW

Description of development: Residential development comprising up to 20 dwellings, including up to 10 affordable dwellings with associated new access (via Tump Lane) and car parking arrangements for both existing and proposed and community facility.

Appellant's name: Larkrise Co-housing and Herefordshire Housing Ltd

Appeal reference: APP/W1850/W/17/3180227

Appeal start date: 12 December 2017

There was still no further update on the appeal status for Application 130945 at the time of the meeting. A site visit was believed to have taken place.

11.0 School Parking and Village issues update

11.1) To receive related updates and correspondence

This was updated during the Annual Parish Meeting item.

12.0 Parish Roads and Footpaths

12.1) To note any defects to be reported to Balfour Beatty

Grit bins required refilling. Little Birch Road would again be highlighted in a parish walk by the Ward Cllr with Cllr Barry Durkin, Cabinet Member. There was a pothole by the scout hut. The Chair would take a look at the pothole reporting procedure.

12.2) To put forward work for the Lengthsman

Path near Wormelow had been cleared and seasonal works would be carried out. Lengthsman would look at strimming vegetation and levelling ruts at the end of end of Hollybush Lane.

12.3) To appoint Footpath Officer and to receive report

There was now a vacancy for a new Footpath Officer for the parish.

13.0 Neighbourhood Plan- update

"Record of Much Birch Neighbourhood Development Plan Steering group meeting 29 March 2018.

Present. Steering Group; Tricia Egerton, Bill Bloxsome (Data Orchard) Chris Grover, Coline Grover, Geoff Nichol, Steve Turner (PC), Roisin Burge (PC),

In attendance as observers: Mr Richard and Mrs Esther Croke

1. Apologies David Goldsmith, Shirley Coates, Lesley Gare, Maz Jooma

2. Declarations of Interest. There were no declarations of interest.

3a. Appointment of Vice Chair.

It had been noted that the group had not yet appointed a Vice Chair.

It was proposed (Tricia E, seconded by Chris G) that Steve Turner (Vice Chair of the Much Birch Parish Council) be asked to take on this role. Steve accepted and it was agreed.

3b. Approval of Minutes of meeting 1 February 2018.

These had been circulated and agreed.

4. Matters arising.

Items carried forward from meeting of 1 February (meeting of 1 March cancelled due to snow.)

The agenda item Planned Review of draft policies (which had been circulated prior to the meeting) was postponed to allow for Mr Bloxsome(DO) to provide the group with a review of information needed to inform the next stage of the ND planning process. The planned agenda item Settlement Boundaries was referred to in the briefing.

5. Note: The key focus of the meeting was a presentation by Mr Bloxsome (DO) of information to inform and equip members of for moving on to the next stage of consultation and development of the Much Birch Neighbourhood Development planning process. Mr Bloxsome agreed to provide copies of the key information provided on some of the slides shown to illustrate key points.

Areas/issues covered in presentation.

(i) Settlement Boundaries.

The community consultation response evidenced 64% in favour of settlement boundaries and copies of the previous/current? Settlement boundaries for Much Birch were circulated.

Next Step. The plans currently available and circulated need to be checked against the actual developments that may have taken place since the boundaries were initially identified. Mr Bloxsome suggested that he would appreciate the opportunity of an early walk around the Parish/settlements.

The Vice Chair (Steve T) volunteered to arrange this. Note Mr Bloxsome advised that whilst there is no guarantee that planning permissions will be agreed within the area of Settlement Boundaries there is a likely presumption in favour of development within this area.

(ii) The Development Planning Process. An Overview

Key areas for attention

A. Policy Directives, National and Local i.e. Herefordshire Council Local Plan Core Strategy 2011-2031

B. Housing targets

At present the target figure for MB is 18 by 2031. This could change over time.

There may possibly be a need to identify larger sites in order to achieve affordable homes as the building of 11+ homes has a requirement for 40% to be affordable.

C. The identification of sites.

Information about sites offered and available for assessment for future Housing development will be drawn from a number of sources including Much Birch NDP Residents survey. This information is currently held (confidential) by Data Orchard Consultancy. In line with Data Protection requirements Mr Bloxsome will be contacting and consulting with each householder who has submitted a site for consideration to discuss publication of individual site information.

Herefordshire Council Strategic Housing availability Report 2015 (SHLAA)

Herefordshire Council Strategic Environmental Report (Much Birch Parish) 2017

Possible other sources that may have not yet been identified D. Criteria for Assessment of sites. A

key task for the Steering group will be to develop a Much Birch set of Criteria for assessment of sites. This will need to be based upon guidance from the local Herefordshire plan (standard criteria) and results from Much Birch Community survey 2017. The final document will form a Much Birch Site Assessment Guide which will state criteria to be used for the assessment of sites in the Much Birch ND Plan and may include e.g. History and identification of Settlements, landscape Character, Ecological network, Identification of areas of pollution, drainage, flooding, Greenfield, Brownfields and agricultural land policy, Transport access, Access to green space.

E. Assessment of sites.

This will be undertaken by an independent member of the Data Orchard Consultancy using the MB Neighbourhood Development Planning Assessment Criteria.

Note. A key task of the Steering group is to ensure that the site selection process is transparent and that background work to support the policy position and sites allocated is publically available. Guidance from Herefordshire Council (April 2017) Neighbourhood planning update states "Please ensure that all site selection material is publically available especially during the consultation periods and remains in place during the examination for examiners reference...."

5. Finance.

Chris G (Finance/budget) requested an up to date invoice from Date Orchard for work completed 2018 (Jan-March 2018) together with a forecast of costs for the next phase of the development planning process. Bill B to action.

There may be a need to purchase maps (updating Settlement Boundary information). Steve to check with the Chairman.

Action plan in preparation for next meeting 26 April 2018

Bill B to circulate background information /documentation (referred to in his presentation) which will provide a starting point for the development of the criteria for the Much Birch criteria for site assessment. Draft agenda to be circulated (RB)

6 AOB. No AOB

Date of next meeting 26 April 2018"

14.0 Correspondence

14.1) To note correspondence sheet. The content of the sheet was noted including:

Notification of road closures from April.

Notes of GDPR Workshop

Travellers Sites Plan Document

HALC

Important information received regarding new data legislation and training. Information Corner and NALC update circulated regarding various topics.

15.0 Parishes' Newsletter and Much Birch Website

15.1) To consider items suitable for inclusion in the newsletter and on the website. Clerk to send a précis to the Newsletter.

16.0 Matters to be raised on the Agenda for the next meeting

All the usual items would be included plus Larkrise Development Appeal and any update to Data Protection Regulations (GDPR). Also to be included: End of Year Accounts (Audit etc.) and NJC Pay Award for the Clerk.

17.0 Confirmation of the date of the next Meeting

The next Ordinary Meeting of the Parish Council would be held on Thursday 7th June 2018, from 7.30pm, in The Much Birch Community Hall.

The meeting closed at 8.47pm

Signed:

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Chairman

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Date